



CITY OF WARRENTON

Request for Qualifications

for

Qualified Pool List Annual Renewal

November 2025

Prepared by  
City of Warrenton  
Public Works

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## Section 1 – General Information

### 1.01 Proposal Request

One digital copy of the written materials in response to this Request For Qualifications (RFQ) must be submitted no later than the due date of **2:00 PM local time on Thursday, November 20, 2025**, to Kevin Gorman, Public Works Director.

This solicitation represents the City's annual renewal and republication of its existing Qualified Pool, as required by Warrenton Municipal Code § 3.28.120(A)–(B), to allow current firms to remain active and to invite additional consultants to join.

### 1.02 Proposer's Proposal

Proposers responding to this qualification request must follow the directions stated within this RFQ. Adherence to these rules will ensure a fair and objective analysis of the qualifications. Proposals should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc., are not necessary. Emphasis should be on completeness, brevity, and clarity of the content.

Provide a clear and concise description of your firm's capabilities to meet the RFQ requirements. **Proposers must demonstrate prior experience in this type of work within the last five (5) years. All responses must be made in the format outlined in Section 3.** Failure to comply with or complete any part of this request may result in the rejection of your proposal.

### 1.03 Schedule

|                                 |                   |
|---------------------------------|-------------------|
| Advertisement                   | November 4, 2025  |
| Proposal Due at 2:00 pm         | November 20, 2025 |
| Approval of Qualified Pool List | December 9, 2025  |

\* These dates are approximate and subject to change.

### 1.04 Issuing Office

All correspondence pertaining to this RFQ should be directed to [bids@warrentonoregon.us](mailto:bids@warrentonoregon.us).

### 1.05 Submitting Proposals

Proposers must submit a digital copy to [bids@warrentonoregon.us](mailto:bids@warrentonoregon.us). Fax submissions will not be accepted. Proposals must be received by the date and time stated in the Schedule. Submittals that are late, incomplete, or misdirected will be considered non-responsive, **with no exceptions**. The City of Warrenton relies on the City's own computer system clock to determine the correct time and is not responsible for any delays or difficulties experienced in the submittal of a Proposal. Please do not wait until the last minute to submit your proposal. **THE LAST DAY FOR QUESTIONS IS THREE (3) BUSINESS DAYS PRIOR TO THE PROPOSAL DUE DATE.**

The proposal shall be clearly marked as follows:

City of Warrenton

Public Works Department

Subject: **Qualified Pool List**

Failure to clearly identify the Proposal in the subject line may cause misrouting of the Proposal and late delivery, resulting in disqualification.

## **1.06 Proposal Withdrawal**

Any proposal may be withdrawn at any time before the "Proposal Due" date and time specified in **Section 1.03, Schedule**, by providing a written request for the withdrawal of the proposal to the City. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal on this or future projects.

## **1.07 Rejection or Acceptance of Proposals**

The City expressly reserves the following rights to:

- a. Disregard any or all irregularities in the proposals.
- b. Reject any or all of the proposals or portions thereof.
- c. Base award with due regard to quality and timeliness of services, experience, compliance with the RFQ, and other factors as may be necessary under such circumstances.
- d. Reject all proposals and re-advertise at the City's sole discretion.

## **1.08 Qualifications Based Selection**

The City will select consultants through a Qualifications Based Selection ("QBS") procedure.

## **1.09 Proposing for Multiple Categories of Work**

The City seeks prime consultants for each Category. The City is not seeking comprehensive teams or prime/sub combinations. Proposers may respond to one or more Categories. If responding to multiple Categories:

- A single proposal may be provided.
- The total number of pages for the proposal should not exceed five (5) pages. An additional page can be added for each additional category proposed on.
- Complete your proposal as specified in Section 3.

## **1.10 Multiple Awards, Contract Term and New Proposers**

The Qualified Pool established under prior solicitations remains active. This annual update process allows both existing and new proposers to be included.

City intends to award multiple contracts as a result of this RFQ. The City will establish a

qualified pool of consultants for each category of work.

This is an opportunity for proposers to be included in qualified pool(s). The City can choose to terminate qualified pool(s) at any time. The City makes no guarantee as to the size or frequency of task orders assigned under awarded contracts.

The City reserves the right to terminate the contract and/or remove any Consultant not meeting the specifications of this RFQ from the qualified pool.

## **1.11 Public Records**

Any material submitted by the proposer shall become the property of the City unless otherwise specified. During the evaluation of proposals and the selection of the Consultant, the proposals shall be confidential. After the selection process has been completed, the proposals shall be open to public inspection. Proposals should not contain any information that the proposers do not wish to become public. If a Proposer believes that any portion of its Proposal contains any information that is a trade secret under ORS Chapter 192.345(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.311 through 192.478), Proposer shall complete and submit the Disclosure Exemption Affidavit (Attachment A) and a fully redacted version of its Proposal. Proposer is cautioned that cost information generally is not considered a trade secret under Oregon Public Records Law (ORS 192.311 through 192.478) and identifying the Proposal, in whole, as exempt from disclosure is not acceptable. City advises each Proposer to consult with its own legal counsel regarding disclosure issues. If Proposer fails to identify the portions of the Proposal that Proposer claims are exempt from disclosure, Proposer has waived any future claim of non-disclosure of that information.

## **1.12 Tax ID Number**

Proposals must state the proposer's Federal/State of Oregon Taxpayer Identification Number.

## **1.13 Recycled Products Statement**

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposals, and the selected proposer shall continue the same practice in the performance of the contract work in accordance with ORS 279B.270.

## **1.14 Federal/State/Local Requirements**

The selected proposer shall comply with all Federal, State and local laws, regulations, executive orders and ordinances applicable to the work under this contract, including, without limitation, the provisions of ORS 279B.220, 279B.230, 279B.235, and 279B.270. In addition, proposers agree to comply with:

- a. Title VI of the Civil Rights Act of 1964;

- b. Section V of the Rehabilitation Act of 1973;
- c. The American with Disabilities Act of 1990 and ORS 659.425;
- d. Pay Equity Laws;
- e. All regulations and administrative rules established pursuant to the foregoing laws; and
- f. All other applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations.

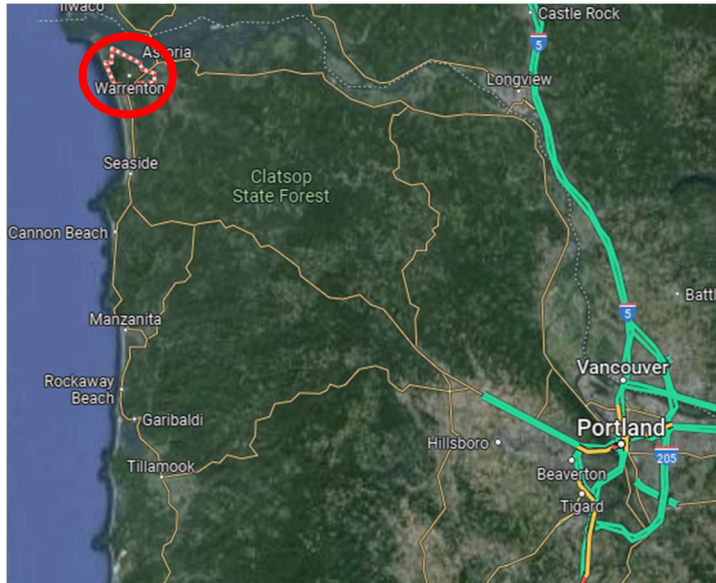
The proposer is subject to the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires the provision of Worker's Compensation coverage for all employees working under this contract. The City's programs, services, employment opportunities and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability or political affiliation.

**\*\*\* END OF SECTION ONE \*\*\***

## Section 2 – Scope of Work

### 2.01 General Background

The City of Warrenton is located approximately 90 miles northwest of Portland and 5 miles west of Astoria, on the northwest corner of Clatsop County, Oregon. The City of Warrenton includes the former town of Hammond and encompasses Fort Stevens State Park. The Warrenton Water District extends south to the City of Gearhart. US 101 runs through a network of City, County, and State Roads. The City's population is growing and is currently 6,357.



### 2.02 Invitation

The City of Warrenton currently maintains a Qualified Pool of professional service consultants. In accordance with Warrenton Municipal Code § 3.28.120(A)–(B), the City is reopening the pool to accept updated or new qualifications. This annual renewal process keeps the existing pool active and allows new firms to be considered for inclusion.

Therefore, the City of Warrenton, Public Works Department, is requesting proposals from firms qualified and interested in providing professional services to the City on an as-needed basis in the following categories:

- Civil Engineering
- Structural Engineering
- Transportation Engineering
- Traffic Engineering
- System Master Planning
- General Planning Services
- Land Surveying
- Pavement Design

- Project Management Services
- Construction Management Services
- Architectural Services

While we expect to utilize the pool for many of our engineering and planning needs, the City reserves the right to use the pool, select consultants outside of the pool, or perform work with City staff, in the best interest of the City.

## 2.03 Overview

The Consultant will provide one or more of the Category of services shown in 2.05 below. The City seeks prime consultants for each Category. The City is not seeking comprehensive teams or prime/sub combinations. The work may include provision of preliminary engineering, final design, budgeting, creating schedules, public involvement planning and facilitation, planning, construction engineering, specification writing or any combination of these services.

## 2.04 Qualifications

Some tasks will require licensed professionals. When required by the City, the selected Consultant shall hold a current State of Oregon license to practice as a Professional Engineer, as awarded by the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS).

## 2.05 Category Specific Scopes of Work

### **2.05.1 Civil Engineering**

May include engineering and design services for: land development, site planning, mass grading, storm and sanitary sewer design, utilities design, roadways, ADA facilities, building and systems layout. Schedules shall be prepared and submitted utilizing a Gantt chart format. Consultants shall perform design and drafting work in AutoCAD Civil 3D.

For the purposes of this RFP, sub-disciplines of Civil Engineering include, but are not limited to:

- General engineering
- Fire protection engineering,
- Geotechnical engineering,
- Environmental engineering,
- Hydrology and Hydraulic engineering,
- Water resources engineering,
- Construction engineering,
- Materials science

#### 2.05.2 Structural Engineering

May include but is not limited to: review, analysis, and/or design of existing or proposed City infrastructure. Examples of possible work include commercial, industrial, and residential structural plan review.

#### 2.05.3 Transportation Engineering

May include but is not limited to: engineering and design services for the construction of: roadways, pedestrian and bikeway facilities, drainage, water, and sewer facilities, sound walls, traffic signals, landscaping and irrigation systems, intelligent transportation systems, street lighting and other related facilities within the road Right of Way or easements.

#### 2.05.4 Traffic Engineering

May include but is not limited to: engineering and design services for the construction of pedestrian and bikeway facilities, traffic signals, intelligent transportation systems, street lighting, signing and pavement marking and other related facilities within the road right of way or easements. May include traffic analysis evaluations and/or reviews consistent with the City's Transportation System Plan and ADA/Pedestrian/Bike Route Improvement Plan.

#### 2.05.5 System Master Planning

May include but is not limited to: modeling, data collection, planning, analysis, and cost estimating of existing or proposed City public systems. The City's current system master plans include the following: Parks Master Plan, Water System Master Plan, Wastewater Facilities Plan, Transportation System Plan, Pavement Management Plan, Stormwater Master Plan, Downtown Master Plan, and Marina Master Plan

#### 2.05.6 General Planning Services

May include but is not limited to: review, analysis, and/or general planning services. Examples include land use, economic development, housing, historic preservation, strategic planning, and urban renewal.

#### 2.05.7 Land Surveying

May include but is not limited to: review, analysis, and/or creating legal descriptions, easements, topo and ALTA surveying, filing records of survey and construction staking.

#### 2.05.8 Pavement Design

May include but is not limited to: review, analysis, and/or design of existing or proposed City pavement infrastructure.

#### 2.05.9 Project Management Services

May include but is not limited to: management of specific projects and program management.

#### 2.05.10 Architectural Design Services

May include but is not limited to: review, analysis, and/or design of existing or proposed City facilities. Examples may be the Operations Remodel, Maintenance Yard Facility Plan.

#### 2.05.11 Construction Management Services

May include, but is not limited to inspection, coordination, and management of construction projects. Examples include project scheduling, budget management, quality control, contractor coordination, safety compliance, and project documentation.

### 2.06 City Deliverables

The City will provide the following:

- Project manager responsible for overall project.
- Construction management services.
- Established design parameters for each project.
- Mapping and design information previously developed, as well as guidelines, policies and regulations to be used in developing design.
- Preparation and submission of applications for required permits (unless the contract specifies that the Consultant will provide them).
- Records maintenance and processing payment requests

### 2.07 Assignment of Work

Work will be assigned based on the following criteria:

- Experience and qualifications for the work;
- Responsiveness, availability and capacity;
- Ability to meet schedule;
- Staff experience, unique knowledge, specialized expertise and qualifications;
- Customer service;
- Quality of work;
- Approach to the work.

The City may select Consultants through a competitive process.

Pricing information will not be considered when evaluating consultants for contracts requiring Qualifications Based Selection, as specified in ORS 279C.110. Some tasks will

require negotiation between City and Consultant. City reserves the right to cease negotiations and begin negotiations with another qualified Consultant, in the event negotiations are not successful.

**\*\*\* END OF SECTION TWO \*\*\***

## Section 3 – Proposal Requirements and Evaluation

### 3.01 Proposal Submittal

To receive consideration, submit proposals in accordance with the following instructions:

**Note:** Existing firms currently listed in the City's Qualified Pool do **not** need to resubmit their qualifications unless they wish to update their materials or be considered for additional categories. Firms that wish to join the Qualified Pool for the first time are invited to submit new proposals.

**Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of the content.**

The City, at its sole discretion, has the right to negotiate with any or all proposers regarding their proposals. Additionally, the City may reject or accept any or all proposals or parts thereof, submitted in response to this RFQ.

The City recognizes that in the submittal of proposals, certain information is proprietary to the proposer and that the safeguarding of this information is necessary. Accordingly, the City will make every effort to prevent any disclosure of data supplied by any proposer where the proposer identifies those portions of its proposal that are proprietary. See **Section 1.13, Public Records**.

The proposal is due by the date and time identified in Section 1.01. Proposals submitted after this time will not be accepted. See Section 1.05 for more information on the proposal submission.

### 3.02 Incurred Costs

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their proposals.

### 3.03 Content of Proposals and Evaluation Criteria

All proposals shall include the information identified in the following. The evaluation criteria and maximum possible points are noted for each item of information. An explanation of each item appears immediately in the following sub- sections.

| CONTENT AND EVALUATION CRITERIA |                                                        | MAXIMUM SCORE |
|---------------------------------|--------------------------------------------------------|---------------|
| 1.                              | Introductory letter                                    | 5             |
| 2.                              | Key personnel qualifications                           | 25            |
| 3.                              | Approach to Project Development and Project Management | 40            |
| 4.                              | Organizational Structure and Experience                | 30            |
| TOTAL (no more than 10 pages) = |                                                        | 100           |

All supplemental information shall be presented in a separate section at the end of the proposal. Front and back covers, as well as, section dividers are not counted in the page limit requirements. Each page shall be 8-1/2" x 11", unless otherwise noted. When using double-sided printing, each side of the page is counted as one page.

### 3.03.1 Introductory Letter

The introductory letter shall include, but need not be limited to, the following information:

- The name of the firm, as well as, the signature, printed name and title, telephone and fax number of the officer authorized to represent the Consultant in any correspondence, negotiations and sign any contracts that may result.
- The address of the office that will be providing the service, a project manager's name, telephone number, fax number, and e-mail address.
- The Federal and State tax identification numbers, and the State of incorporation, if applicable, must also be included.
- Indicate whether the proposer is a "Resident Bidder" as defined in ORS 279A.120 and provide a statement that the proposal is valid for sixty (60) days after the submission deadline.
- A clear list of the categories for which proposals are being submitted.

The proposer may use this section to introduce the proposal or to summarize the key provisions of the proposal.

### 3.03.2 Key Personnel Qualifications

Provide a statement that portrays how the qualifications and experience of the Consultant's key personnel relate to the described work, and successful projects/familiarity with the City of Warrenton.

Scoring will be based on relevance of the experience, qualifications, and technical competence of Project Manager and key staff.

### 3.03.3 Approach to Project Development and Project Management

Provide a description of your firm's approach to developing and managing City projects and working with a City-assigned project manager. How does your firm address critical project milestones and adjust schedules and resources to meet changing conditions that are often encountered throughout a project?

### 3.03.4 Organizational Structure and Experience

Briefly describe your organization and its history. You may provide an organization

chart (not included in the page count) if you wish.

List three projects or contracts in which you provided Engineering Services similar or equal to the services required in 2.05. Provide a reference for each project. Include name, phone number and email address. If proposing for more than one Category, provide a response for each Category proposed.

**\*\*\* END OF SECTION THREE \*\*\***

## APPENDIX A: PROPOSED PROJECTS FOR NEXT FIVE YEARS

Below is a partial list of proposed projects. For more information on the projects noted reference the [Capital Improvement Program](#).

- Water Transmission Line Improvements
- Water Line Replacement
- Wastewater Lagoon Decommissioning
- Pump Station Bypass
- Septage Station Equalization
- Sanitation Truck Storage Facility
- Sanitation Truck Washout Facility
- Roadway Improvements
- Pedestrian Walkway Improvements
- New Roadway Construction
- Curb and Sidewalk Upgrades
- Crosswalk Design & Construction
- Street Drainage Improvements
- Culvert Replacement & Installation
- Storm Drainage Improvement Design
- Tide Gate Replacement, Design & Construction

## ATTACHMENT A — DISCLOSURE EXEMPTION AFFIDAVIT

\_\_\_\_ (Affiant), being first duly sworn under oath, and representing  
\_\_\_\_ (hereafter “Proposer”), hereby deposes and swears or affirms under penalty of perjury that:

1. I am an employee of the Proposer, I have knowledge of the Request for Qualifications referenced herein, and I have full authority from the Proposer to submit this affidavit and accept the responsibilities stated herein.
2. I am aware that the Proposer has submitted a Proposal, dated on or about \_\_\_\_\_ (the “Proposal”), to the City of Warrenton (City) in response to the *Request for Qualifications, Qualified Pool Lists*, and I am familiar with the contents of the Request for Qualifications and Proposal.
3. I have read and am familiar with the provisions of Oregon’s Public Records Law, Oregon Revised Statutes (“ORS”) 192.311 through 192.478, and the Uniform Trade Secrets Act as adopted by the State of Oregon, which is set forth in ORS 646.461 through ORS 646.475. I understand that the Proposal is a public record held by a public body and is subject to disclosure under the Oregon Public Records Law unless specifically exempt from disclosure under that law.
4. I have reviewed the information contained in the Proposal. The Proposer believes the information listed in Exhibit A is exempt from public disclosure (collectively, the “Exempt Information”), which is incorporated herein by this reference. It is my opinion that the Exempt Information is exempt from disclosure under Oregon’s Public Records Law under the specifically designated sections as set forth in Exhibit A or constitutes “Trade Secrets” under either the Oregon Public Records Law or the Uniform Trade Secrets Act as adopted in Oregon because that information is either:
  - A. A formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information that:
    - i. is not patented,
    - ii. is known only to certain individuals within the Proposer’s organization and that is used in a business the Proposer conducts,
    - iii. has actual or potential commercial value, and
    - iv. gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.
  - or
  - B. Information, including a drawing, cost data, customer list, formula, pattern, compilation, program, device, method, technique or process that:
    - i. Derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use; and
    - ii. Is the subject of efforts by the Proposer that are reasonable under the circumstances to maintain its secrecy.

5. I understand that disclosure of the information referenced in Exhibit A may depend on official or judicial determinations made in accordance with the Public Records Law.

\_\_\_\_\_

Affiant's Signature

State of Oregon)

) ss:

County of \_\_\_\_\_)

Signed and sworn to before me on \_\_\_\_\_ (date) by \_\_\_\_\_ (Affiant's name).

\_\_\_\_\_

Notary Public for the State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## **EXHIBIT A TO ATTACHMENT B**

Proposer identifies the following information as exempt from public disclosure under the following designated exemption(s):